

State of Arizona Telecommuting Policies

The State of Arizona Telecommuting Program is designed to make working at home an effective alternative. By understanding the following policies governing conditions of participation, equipment use and liability issues you will have a greater awareness of your obligations - - and the State's obligations - - about working at home.

1. These telecommuting policies provide a general framework for telecommuters in all state agencies and do not attempt to address the special conditions and needs of all individuals. More specific conditions relating to the employee working at home are detailed in the Telecommuting Agreement, which must be negotiated by the employee and his/her supervisor subject to manager's approval.
2. All telecommuters and their supervisors will attend a training session and must comply with the State's Telecommuting Policies.
3. Offering the opportunity to work at home is a management option; telecommuting is not a universal employee benefit. An employee's participation in the State's telecommuting program is entirely voluntary. The employee, supervisor or manager may terminate telecommuting without cause.
4. The telecommuter's conditions of employment with the State remain the same as for non-telecommuting state employees.
5. Employee salary, benefits and employer-sponsored insurance coverage will not change as a result of telecommuting.
6. Since the employee's home work space is an extension of the agency work space, the State's liability for job-related accidents will continue to exist during the approved work schedule and in the employee's designated work location. To ensure that safe working conditions exist, the State will retain the right to make on-site inspections at mutually agreed upon times.
7. Any changes to the above-mentioned schedule or work space must be reviewed and approved by the supervisor and manager in advance.
8. In some instances, the telecommuter will provide his/her own equipment. State equipment in the home office may not be used for personal purposes.
9. Unless otherwise agreed to in writing prior to any loss, damage or wear, the State does not assume liability for loss, damage or wear of employee-owned equipment.
10. Office supplies will be provided by the State and should be obtained during the telecommuter's in-office work period. Out-of-pocket expenses for supplies normally available in the office will not be reimbursed. The State will not provide office furniture.
11. State-owned software shall not be duplicated.

12. To insure hardware and software security, all software used for telecommuting must be approved by the supervisor and manager before installation and only approved bulletin board systems may be contacted.

13. Restricted-access materials shall not be taken out of the office or accessed through the computer unless approved in advance by supervisor and manager.

14. Telecommuting is not a substitute for child care. Telecommuters with small children shall make arrangements for child care during the agreed-upon work hours.

15. While telecommuting, employee should be reachable via telephone, within reason, during agreed upon work hours. Telecommuters must notify the office if they leave their telecommuting location, much like they would inform the receptionist when leaving the traditional office during the work day.

16. All telecommuters and their supervisors will participate in studies when necessary to evaluate the State's telecommuting program.